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ABSTRACT

This counselor's guide is designed for use with the Vital Information Education and Work (VIEW) manual. An introduction reviews the VIEW program and the role of the counselor, providing a sample of general questions that can be answered through use of the VIEW scripts (two-page job descriptions contained in the VIEW manual). An explanation follows of the kinds of information contained in the VIEW scripts. The final section suggests a four-step procedure for assisting VIEW users to obtain information about occupations for career exploration and planning. Descriptions of the six appendixes to the VIEW manual conclude the guide. (YLB)

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New Hampshire VIEW

Vital Information for Education and Work

1983 Edition

Counselor Guide

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INTRODUCTION

Implementation of a career information system for individual exploration requires two processes, self-exploration and occupational exploration. Both the presence of a counselor and the possession of current information on jobs are vital to the processes. Self-exploration involves individuals in examining how they feel and relate to the world around them. Occupational exploration requires access to occupational information in many forms, such as visits to job sites, printed materials, and audiovisual aids directed at career exploration. These provide such information about self and work as: (1) awareness of different occupations and careers; (2) orientation to job options and their relationship to interest and aptitude; (3) preparation for work through education and training; and (5) placement on the job. The New Hampshire VIEW Manual provides information on four of these areas: awareness, orientation, exploration, and preparation.

What Is the VIEW Program?

The New Hampshire VIEW Program is a statewide system by which information on occupations and related training opportunities in New Hampshire is compiled and described. The VIEW program is designed as a guidance tool to assist students in junior high schools, high schools, and postsecondary schools, as well as adults to identify and examine occupations. The VIEW Program can be used directly by students, but also by teachers, librarians, counselors, or parents as they attempt to assist students in formulating educational or work goals and decisions. Occupational and training information is presented that is current, objective, and based on local sources and economic conditions. The information includes job outlooks, job descriptions, national wage scales, and educational requirements for occupations that are known to have employment opportunities in New Hampshire. The VIEW Program also provides information on the educational institutions within the state and the training opportunties they currently offer. In addition, information on military occupations is included in order to assist students in exploring those job and career opportunities.

The purpose of VIEW is to provide the residents of New Hampshire with a current, relevant, and accessible career information system. To fulfill this purpose the information is presented in a manner designed to provide easy access to all users as well as important information and resources for making vital career decisions.

The VIEW Program is made available by the New Hampshire State Occupational Information Coordinated Committee (SOICC) to all junior high, high school, and postsecondary institutions in the state as well as to such other governmental agencies as the employment services.

VIEW and the Counselor

The counselor, along with classroom teachers and parents, needs to be prepared to assist students in their career exploration, planning, and decision making. Students may need a great deal of reliable information about occupations, training, and themselves prior to making effective plans and decisions about their future. The needs of individual students may vary. Junior high school students may be just starting to consider what occupations they may be interested in, while older persons who have been working for years need to know what other occupations they can enter without further training or what opportunities they may have if they obtain additional training. Individuals need to have good information to help them make achieveable decisions. As a provider of guidance, it is vital for you to know what type of information is available on occupations and training in New Hampshire, as well as on the national outlook for jobs. In addition, you must have an understanding of the issues clients should explore prior to making career-related decisions.

The VIEW Scripts were developed to provide answers to many of the general questions individuals have when they are exploring occupations. The following is a sample of general questions that can be answered through use of the View Scripts. Each question is followed by the heading under which the needed information is located on the VIEW Script page and the VIEW Manual appendices.

Questions Answered by the Scripts

QUESTION	ANSWER
o What do workers in this occupation do?	Job description
o Where do people employed in this occupation work?	Sample places of work
o For whom do people employed in this occupation work?	Job outlook
o Can a person expect to find a job in this occupation five years from now?	Job outlook
o Is the job performed mainly indoors or outdoors?	Working conditions
o Is lifting heavy objects a part of the job?	Working conditions
o Is there much opportunity for advancement in this occupation?	Advancement opportunities
o Into what kind of job can a person be promoted?	Advancement opportunties
o What wages can be expected in this occupation?	National wage range
o What are some of the activities a person would be involved in on the job?	Sample work activities
o Does the occupation involve working with hand tools or machinery?	Sample work activities

QUESTION	ANSWER
o What hours are required when working in this occupation?	Hours of work
o Will there be seasonal layoffs?	Hours of work
o Is the occupation stressful or hazardous?	Working conditions
o How can a person prepare for employment in this occupation during high school?	Related school subjects
o Where is there more information about training opportunities?	Education and training programs
o What other occupations require similar skills?	Related occupations
o Does this occupation require a license or certificate prior to employment?	Special requirements
o Where can a person obtain information about careers in this occupation?	Education and training programs
o Is there training available within the state of New Hampshire?	Education and training programs
	(For more information contact. . .)
o How much time will it take to complete training or education for this occupation?	Appendices A, C, & G

QUESTION	ANSWER
o How much will it cost in dollars to be trained for this occupation?	Appendices B & C
o Can one join the armed services and work in this occupation?	Service codes

FORMAT OF THE VIEW SCRIPTS

The VIEW Scripts are in alphabetical order according to occupation title. The Index to the VIEW Scripts provides a listing of all occupations according to the occupational cluster listed in the Standard Occupational Classification. The occupations are listed in clusters of like occupations to assist the user in identifying occupations that have similar requirements and activities or environments. The two-page VIEW Scripts provide information to help in making informed career choices and to assist further in developing a life plan. The following pages provide an explanation of the information contained in the VIEW Scripts.

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NewHampshire VIEW

Vital Information for Education and Work

Job Description

Describes briefly the type of task performed by the occupation.

THINGS TO CONSIDER:

Job Outlook in New Hampshire

1979 1990

EMPLOYMENT:		TOTAL	AVE. RATE
LOCATIONS OF JOBS LABOR MARKET AREA	1979 Employ.	Ave. Open	STATE EMPLOYMENT BY INDUSTRY
Labor Market areas in New Hampshire (LMA)	Number of workers hired in this occupation in 1979	Projected job openings each year until 1990	Percentage of projected job openings in each industry

Work Conditions:

Discusses the environment and physical demands of the job.

Advancement Opportunities:

Provides you with an opportunity to identify career advancement opportunities in this occupation.

EDUCATIONAL/TRAINING PROGRAMS:

- **For More Information Contact:**

Tells you where to get additional information on education or training programs (including apprenticeship) to prepare for this occupation.

- **Learning Line Toll Free Number:**

Gives toll free number in New Hampshire that you can call to obtain information about training and education programs, as well as occupational and career opportunities in the state of New Hampshire.

WHERE TO GET FURTHER INFORMATION:

Tells where to obtain additional career-related information on this occupation.

TO PREPARE FOR THE JOB:

- **These School Subjects Can Help You:**

Provides information on the type of classes you should take if you are considering going into this occupation.

SAMPLE PLACES OF WORK:

Lists the work locations that are common to this occupation. This listing provides a realistic picture of where you would be performing the job.

NATIONAL WAGE RANGE:

Tells you what other workers are currently being paid in this occupation. This wage should be carefully checked with the New Hampshire wage range.

RELATED OCCUPATIONS:

Provides a listing of occupations that require similar abilities and skills as well as interests.

MORE ABOUT THE JOB:

Sample Work Activities:

Lists the activities that are common to this occupation. This listing provides a realistic picture of what you would be doing on the job.

HOURS OF WORK:

Describes the usual work hours for the job: day, night, evening, shift work, on call, overtime.

- **Education/Training Needed:**

Recommends how much education or training is required to work in this occupation. Requirements for apprenticeship also included under this classification.

- **Special Requirements:**

Provides information about any licenses, certificates, or examinations necessary in order to be employed in this occupation.

SOC

Provides **Standard Occupational Code** information on a general category of occupations. You will be able to gain a better understanding of a group of related occupations through this code number.

DOT

Provides **Dictionary of Occupational Titles** with specific information on each occupation, including the typical work duties, knowledge, and skills involved in performing the job and the general ability of tolerances required of workers.

Matrix

Provides a Matrix Code for occupational employment information based on state and regional surveys. The information on each occupation is available through state employment security agencies under the Matrix Code numbers.

GOE

Provides information from the **Guide for Occupational Exploration** (GOE) to help people see themselves realistically in regard to their ability to meet job requirements. The GOE provides information about interests, aptitudes, adaptabilities, and other requirements for occupational groups. The GOE makes it possible for people to compare occupational requirements with their knowledge about themselves.

CIP

Provides information from the **Classification of Instructions Program** (CIP) to assist in determining the instructional programs (college/technical school) that will prepare them for specific occupations.

Army (MOS)
Navy (ECCS)
Coast Guard (EQCS)
Air Force (AFSC)
Marines (MOS)

Lists the occupational opportunities in each of the armed forces. Users can refer to the specific military recruitment or education office to gain more information on these related occupations and careers available in each of the armed forces.

USING VIEW

Some counselors work on a continuing basis with clients exploring their options and making long-term commitments toward more education or making decisions on the training they need to pursue particular occupations. Other counselors may see a client only once or twice and may focus on specific job search activities. All of these clients are in the process of making choices about trianing, jobs, and careers that are important to the development of their education and career plans. the use of the VIEW Scripts for some may be the only formal occupational exploration source they utilize. Others may use VIEW as part of a more complex occupational exploration that includes the use of other data, such as those acquired from interest inventories, aptitude and achievement tests, visits to job sites, and involvement in actual work situations.

Users may gain access to the VIEW Scripts by first identifying an occupational group in which they are interested (social work, administration, teaching, health, operating machines, and so forth), finding the group in the VIEW Script (in the VIEW Manual), and then finding the specific occupation under that group. The Index provides the Standard Occupational Classification (SOC) code according to functional area. Users will be able to identify other occupations that have similar work requirements under each major group. If users wish to look at one specific occupation, they can go through the scripts--which are arranged in alphabetical order--and find the one in which they are interested and review the information.

Encourage clients to write down information on occupations they find of interest. In this way it will be easier for them to keep personal records for future use. You (and the clients' parents and teachers) may also find this information useful as you assist the clients in exploring occupations.

The following is a suggested procedure for assisting VIEW users to obtain information about occupations for career exploration and planning. The steps are directly related to those contained in the User Guide.

STEP 1. Assist Users in Identifying Occupations They Wish to Explore

You (or clients' teachers) should make interest inventories and/or aptitude tests available to the clients. The results of these will help clients identify information about themselves that is related to the types of work they may find satisfying or

for which they may have ability and aptitude. These inventories and tests may include: KUDER, Strong & Campbell, the Self-Directed Search, the Armed services vocational Aptitude Test Battery (ASVAB), or the General Aptitude Test Battery (GATB).

The amount of training necessary for entering a particular occupation should also be discussed with clients. Some occupations can be entered at different levels. After high school, students may enter a career path at a low level. Others may choose to take vocational training for the occupation, thus enabling them to enter at a slightly higher level. Other clients may choose to obtain postsecondary education to prepare for the occupation and secure a degree or certificate in the area. These clients are likely to enter the career path at an even higher level. The clients should be made aware of their choices, what each will cost them in time and money, and what the outcomes are likely to be in terms of working conditions, pay, and career opportunities.

STEP 2. Discuss Accessing strategies with Users

You should discuss the information that is available on the VIEW Scripts, and suggest ways the clients may access the information. Emphasize to the clients that they should record the information they find out about the occupation and themselves.

STEP 3. Discuss with Users the Information They Have Compiled

Assist clients to understand fully the information they have compiled about themselves and about specific occupations. Review with them what their choices would mean in terms of training required, career ladder opportunities, and potential life-style. Help them to understand the costs in terms of time and money if they pursue various occupations. You may find it necessary to explore additional occupations with clients and to assist them in returning to the VIEW Scripts for a more thorough review of their opportunities.

STEP 4. Provide Sources of Additional Information

You should also make clients aware of the additional material in the appendices of the VIEW Manual. This will help them to explore further the occupations in which they are interested. You should also review the information on other resources with the clients.

To assist you, the counselors, as well as the users in exploring the educational opportunities available within the state of New Hampshire, the appendices to the VIEW Manual contain information on education and training opportunties. Appendix A provides a listing of the approved high school vocational programs and indicates at which institutions the training is available. A portion of this information also applies to special education students. This information should help the students plan their high school programs.

Appendix B provides information on each of the New Hampshire Vocational-Technical Institutes and on the New Hampshire Technical Institute. Included for each school is information on its purpose and objectives, expenses, costs of tuition and living, student actvities, and location. In addition, the training programs available at each institution are listed on a matrix. Occupations for which the training programs will prepare students are listed with the information on the programs. The length of each program is noted if it is other than a two-year associate's degree program. This information should assist clients in planning their occupational training programs.

Appendix C provides information on the educational opportunities in the colleges and universities in New Hampshire. The degree- or certificate-related occupations included in the VIEW Scripts are listed under the instructional program that provides the education. A matrix provides information on where an instructional program is available, and on what kind of a degree is offered (required)--associate's, certificate, bachelor's degree, master's degree, or doctoral degree.

Appendix D gives information about opportunities and training available in the military. Information about specific military training opportunities is not currently available; therefore, only general information is included. For more detailed information, check to see if the occupation has a related military code on its VIEW Script, then contact the local recruiting or education office of the branch of the service indicated.

Appendix E provides an explanation of each of the codes used on the VIEW Scripts. This information will provide users or counselors with an explanation of the codes and what kind of information is available through the publication or source of the codes. This information will assist users or counselors in exploring other data or information bases, and should add to their understanding of the occupation and related employment opportunities.

Appendix F lists references and resources that may be useful either to counselors or users when exploring occupations.